



# CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

BH-1

333 West Ocean Boulevard 6<sup>th</sup> Floor • Long Beach, CA 90802 • (562) 570-6425 • Fax (562) 570-5836

September 4, 2018

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Receive and discuss an overview of the Proposed Fiscal Year 2019 budgets for the following Departments: Harbor and Water; and,

Receive supporting documentation into the record, conclude the public hearing, and take the actions necessary to adopt the Fiscal Year 2019 budget as listed in Attachment A. (Citywide)

## DISCUSSION

On July 31, 2018, the City Manager's Proposed Budget for Fiscal Year 2019 (FY 19) was delivered by Mayor Garcia to the City Council and community for consideration. Budget meetings were held on December 19, 2017, February 6, August 7, August 14, August 21, and September 4, 2018, along with Budget Oversight Committee (BOC) meetings, and community meetings throughout August and September at which the FY 19 Proposed Budget was discussed. As a result of these meetings, there were more than 18 scheduled opportunities for public feedback, deliberation, and input. Additionally, input was solicited through the Long Beach Budget Priority Survey to obtain feedback on what the City's priorities should be. The survey was promoted on the City's website, along with OpenLB, which shows the budget visually, through Twitter and Facebook, and at the community meetings.

At the conclusion of the hearing, the City Council will amend the proposed budget as it deems appropriate, and adopt the proposed budget as amended. Since the publication of the FY 19 Proposed Budget, updated estimates of FY 19 revenues and expenses, which primarily address technical corrections, are listed by fund and department in Attachments B, C and D to this letter. The reasons for the adjustments are discussed at the end of this letter.

There are three Ordinances in Attachment A. The first approves Resolution No. WD-1392 (A-3), which establishes the rates and charges for the water and sewer service. The second is the Appropriations Ordinance (A-17), which officially adopts the FY 19 budget and authorizes expenditures in conformance with the adopted budget. For these two Ordinances to become effective on October 1, 2018, the City Council must first declare an emergency to exist before adopting each Ordinance (A-2 and A-16). The third Ordinance amends the Departmental Organization of the City (A-13).

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There are also five Resolutions that provide for approval of the budget for the Harbor Department (A-1), the budget for the Water Department (A-4), the Master Fees and Charges Schedule (A-5), establish the Gann Appropriations Limit (A-9), and amend the Salary Resolution (A-14). There are also motions that request approvals for the following: the FY 19 One-Year Capital Improvement Program (A-6); the FY 19 Budget for the Long Beach Community Investment Company (A-7); the Harbor Revenue Fund Transfer (A-8); the revised Financial Policies as recommended by the BOC (A-10); the Mayor's Recommendations (A-11); the BOC Recommendations (A-12); and, a motion amending the Proposed FY 19 Budget (A-15).

This matter was reviewed by Deputy City Attorney Amy R. Webber on August 16, 2018 and by Interim Budget Bureau Manager Grace H. Yoon on August 20, 2018.

### TIMING CONSIDERATIONS

In accordance with the City Charter, the FY 19 budget must be adopted by September 15, 2018. Should the City Council fail to adopt the budget by that date, the City Manager's FY 19 Proposed Budget will be deemed the budget for the 2019 Fiscal Year. The Mayor has five calendar days from City Council adoption of the budget to use his veto authority. The City Council would then have until September 30, 2018, to override veto action by the Mayor with a two-thirds supermajority vote (six Councilmembers).

### FISCAL IMPACT

The City Charter requires that the Appropriations Ordinance shall govern and control the expenditure and commitment amounts stated therein relating to the City's departments, offices, and agencies during each fiscal year. The total Proposed FY 19 budget for all departments and funds is \$3,488,079,611, which comprises of \$3,049,742,656 in new appropriation and \$438,336,955 in estimated carry-over from FY 18 for multi-year grants and projects. Attachments B, C and D provide the financial overview by Fund, by Department, and Citywide revenue by Fund.

The Appropriations Ordinance, included as Attachment A-17, totals \$2,357,522,499 for all funds except Harbor, Sewer, and Water, and \$2,361,672,358 for all departments except Harbor and Water. The \$4,149,859 difference between funds and departments is due to general City indirect costs budgeted in the Financial Management Department, but charged to the Harbor, Water and Sewer Funds, which are not included in the Appropriations Ordinance by fund.

The proposed Harbor, Water and Sewer Funds budgets are in separate City Council Resolutions included as Attachment A-1 and A-4, respectively, and total \$1,130,557,112. The Board of Harbor Commissioners adopted the budget for the Harbor Department by minute order on June 11, 2018. The Board of Water Commissioners adopted the budget for the Water Department by Resolution on June 21, 2018.

User fees and charges in the Master Fees and Charges Schedule, included as Attachment A-5, have been adjusted due to changes in service and other factors,

including the City Cost Index adjustment. For details regarding these proposed new fees, deletions and adjustments, please see the List of Proposed Fees Adjustments for FY 19 that has been incorporated as Exhibits B and C to the Master Fees and Charges Resolution.

Other requested City Council actions include:

- Approving the FY 19 One-Year Capital Improvement Program (CIP) budget, included as Attachment A-6, which is contained in the Appropriations Ordinance. The Planning Commission, at its meeting of August 16, 2018, approved the CIP for FY 19 as conforming to the General Plan.
- Adopting a Resolution, included as Attachment A-9, establishing the Gann Appropriations Limit (Limit) for general purpose expenditures. In November 1979, the voters of the State of California (State) approved Proposition 4, also known as the Gann Initiative (Initiative). The Initiative places certain limits on the amount of tax revenue that can be appropriated each fiscal year. The Limit is based on actual appropriations during FY 79 and prevents overspending proceeds of taxes. Only those revenues that are considered as "proceeds of taxes" are subject to the Limit. The Limit is recalculated each fiscal year based on certain inflation and population factors provided by the State. The Proposed Budget includes tax revenue estimates that are at 39.84 percent of the 2018-2019 Appropriations Limit and, therefore, do not exceed the Limit. This calculation is reviewed by the City Auditor for conformance to the law.
- Adopting the Financial Policies for the City, included as Attachment A-10. These policies have been presented to the BOC for consideration and review and now come to the full City Council for deliberation. Changes made at the request of the BOC include the Fiscal Impact Policy (Policy 12), which is expanded to include non-City Manager departments or elected officials, and normally a fiscal impact statement reviewed by the Financial Management Department. Additionally, the Grant Policy (Policy 17) has been amended to include a statement of expectations for continued funding after the grant period and any deviations from expectations. A redline version of the changes is also provided.
- Adopting the FY 19 Long Beach Community Investment Company (LBCIC) budget, included as Attachment A-7. The LBCIC budget is prepared annually for City Council approval and is a subset of the Housing Development Fund. The LBCIC oversees the delivery of housing and neighborhood revitalization services. The LBCIC approved its FY 19 budget on April 18, 2018.
- Amending the Departmental Organization Ordinance, included as Attachment A-13. This amendment incorporates changes to departments, bureaus, and divisions for FY 19. These organizational changes are necessary to implement changes reflected in the Proposed FY 19 budget. A redline version of the changes is also provided.

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- Adopting the Salary Resolution, which creates and establishes positions of employment while fixing and prescribing the compensation for officers and employees, is included as Attachment A-14.

After the City Manager delivered the FY 19 Proposed Budget to the Mayor, technical adjustments were made to the budget. These changes are generally not substantive and are shown in Attachments B, C and D. Changes include the following:

1. An appropriation increase in the Gas Fund (EF 301) in the Energy Resources Department (ER) by \$12,050,000 to reflect the FY 19 Capital Improvement plan in ER and a transfer to the Capital Projects Fund (CP 201) that were inadvertently omitted.
2. An appropriation and revenue budget decrease in the Insurance Fund (IS 390) in the Human Resources Department (HR) by \$383,630 to reverse the transfer of the Public Works Department's Safety Division to HR that was included in the FY 19 Proposed Budget. Staff had explored the possibility of housing the Public Works Department's Safety staff under HR, but both departments have decided to postpone the transfer to allow more time to study the impact and implementation of such a change.
3. A revenue budget increase in the Development Services Fund (EF 337) in the Development Services Department (DV) by \$3,467,798 to correctly reflect higher Building and Safety Bureau revenues that were inadvertently reduced.
4. A revenue budget increase in the Civic Center Fund (IS 380) in the Citywide Allocations Department (XI) by \$2,973,603 to correctly reflect FY 19 Civic Center rent revenue collected across departments that was inadvertently omitted.

The remaining changes were minor, technical adjustments made to various funds and departments to align budget with grants and/or revenues.

SUGGESTED ACTION:

Approve recommendation

Respectfully submitted,



JOHN GROSS  
DIRECTOR OF FINANCIAL MANAGEMENT

APPROVED:

  
PATRICK H. WEST  
CITY MANAGER

**List of Requested Fiscal Year 2019 Budget Adoption Actions**

1. Adopt the Resolution approving the FY 19 budget for the Long Beach Harbor Department as adopted by the Board of Harbor Commissioners on June 11, 2018. (A-1)
2. Declare an emergency to exist. (A-2)
3. Declare the Ordinance approving the Resolution No. WD-1392 establishing the rates and charges for water and sewer service to all customers, as adopted by the Board of Water Commissioners on June 21, 2018, as an Emergency Ordinance, read, and adopted as read and laid over to the next regular meeting of the City Council for final reading. (A-3)
4. Adopt the Resolution approving the FY 19 budget of the Long Beach Water Department as adopted by the Board of Water Commissioners on June 21, 2018. (A-4)
5. Adopt the Resolution amending the Master Fees and Charges Schedule for specified City services for Citywide fees and charges for the City of Long Beach. (A-5)
6. Approve the FY 19 One-Year Capital Improvement Program. (A-6)
7. Adopt a motion approving the FY 19 budget for the Long Beach Community Investment Company in the amount of \$2,936,263. (A-7)
8. Adopt a motion approving the estimated transfer of \$19,959,950 from the Harbor Revenue Fund to the Tidelands Operations Fund. (A-8)
9. Adopt the Resolution establishing the Gann Appropriations Limit (Limit) for FY 19 pursuant to Article XIII (B) of the California Constitution. (A-9)
10. Adopt a motion approving the Financial Policies as recommended by the Budget Oversight Committee on August 14, 2018. (A-10)
11. Adopt the Mayor's proposed budget recommendations to the FY 19 Proposed Budget. (A-11)
12. Adopt the Budget Oversight Committee's proposed funding recommendations, as amended, to the FY 19 Proposed Budget. (A-12)
13. Declare the Ordinance amending the Departmental Organization Ordinance read the first time and laid over to the next regular meeting of the City Council for final reading. (A-13)
14. Adopt the amended Salary Resolution for FY 19. (A-14)
15. Adopt a motion amending the proposed FY 19 budget. (A-15)
16. Declare an emergency to exist. (A-16)
17. Declare the Appropriations Ordinance for FY 19, creating and establishing the funds of the Municipal Government and appropriating money to and authorizing expenditures from said funds and for said fiscal year as an Emergency Ordinance, read, and adopted as read and laid over to the next regular meeting of the City Council for final reading. (A-17)

**FISCAL YEAR 2019 APPROPRIATIONS ORDINANCE BY FUND**  
(Does not include Harbor, Water and Sewer Funds)

<u>FUND</u>	<u>FY 19 PROPOSED EXPENDITURES</u>	<u>CHANGES*</u>	<u>FY 18 ESTIMATED CARRYOVER**</u>	<u>FY 19 APPROPRIATIONS</u>
GENERAL FUND	537,585,679	-	-	537,585,679
UPLAND OIL FUND	11,543,099	-	-	11,543,099
GENERAL GRANTS FUND	7,726,730	-	18,436,868	26,163,598
POLICE & FIRE PUBLIC SAFETY OIL PROD ACT FUND	3,316,412	-	-	3,316,412
HEALTH FUND	54,174,568	-	36,239,918	90,414,485
CUPA FUND	2,097,203	-	-	2,097,203
SPECIAL ADVERTISING & PROMOTION FUND	11,753,219	-	-	11,753,219
HOUSING DEVELOPMENT FUND	3,392,996	-	20,527,064	23,920,060
BELMONT SHORE PARKING METER FUND	771,512	-	-	771,512
BUSINESS ASSISTANCE FUND	711,115	-	1,561,622	2,272,737
COMMUNITY DEVELOPMENT GRANTS FUND	22,394,790	-	20,211,542	42,606,332
HOUSING AUTHORITY FUND	76,708,119	-	504,788	77,212,907
GASOLINE TAX STREET IMPROVEMENT FUND	19,913,365	-	21,829,370	41,742,735
TRANSPORTATION FUND	32,467,833	-	31,493,307	63,961,140
CAPITAL PROJECTS FUND	36,047,085	-	95,542,487	131,589,572
SUCCESSOR AGENCY OPERATIONS	45,221,592	-	21,544,584	66,766,176
CIVIC CENTER FUND	10,519,023	-	8,779,267	19,298,291
GENERAL SERVICES FUND	52,283,448	-	4,806,455	57,089,904
FLEET SERVICES FUND	61,777,136	-	1,897,425	63,674,561
INSURANCE FUND	43,245,148	(383,630)	1,445,419	44,306,937
EMPLOYEE BENEFITS FUND	314,856,193	(203)	-	314,855,989
TIDELANDS OPERATIONS FUND	76,241,062	-	85,220,328	161,461,391
TIDELANDS AREA FUNDS	41,384,740	-	16,071,680	57,456,419
TIDELANDS OIL REVENUE FUND	87,678,483	-	-	87,678,483
RESERVE FOR SUBSIDENCE	-	-	-	-
DEVELOPMENT SERVICES FUND	25,260,615	-	2,049,666	27,310,281
GAS FUND	80,590,373	12,050,000	5,750,764	98,391,137
GAS PREPAY FUND	40,902,344	-	-	40,902,344
AIRPORT FUND	49,705,731	-	44,287,430	93,993,162
REFUSE/RECYCLING FUND	50,806,873	-	136,971	50,943,844
SERRF FUND	51,702,117	-	-	51,702,117
SERRF JPA FUND	10,979,994	-	-	10,979,994
TOWING FUND	6,163,648	-	-	6,163,648
DEBT SERVICE FUND	11,228,072	-	-	11,228,072
SUCCESSOR AGENCY DEBT SERVICE	26,369,058	-	-	26,369,058
<b>TOTAL</b>	<b>1,907,519,378</b>	<b>11,666,166</b>	<b>438,336,955</b>	<b>2,357,522,499</b>

\*Please refer to the Fiscal Impact section of the City Council Letter for a description of notable changes.

\*\*Carryover of unexpended appropriations for multi-year grants and CIP funds.

**FISCAL YEAR 2019 APPROPRIATIONS ORDINANCE BY DEPARTMENT  
(Does not include Harbor and Water)**

<u>DEPARTMENT</u>	<u>FY 19 PROPOSED EXPENDITURES</u>	<u>CHANGES*</u>	<u>FY 18 ESTIMATED CARRYOVER**</u>	<u>FY 19 APPROPRIATIONS</u>
MAYOR AND COUNCIL	6,063,730	-	-	6,063,730
CITY ATTORNEY	11,281,034	-	-	11,281,034
CITY AUDITOR	3,177,279	-	-	3,177,279
CITY CLERK	3,483,375	-	25,612	3,508,986
CITY MANAGER	16,086,773	170,000	2,019,994	18,276,767
CITY PROSECUTOR	6,074,340	-	629,896	6,704,236
CIVIL SERVICE	2,864,732	-	-	2,864,732
AIRPORT	48,994,737	-	44,287,430	93,282,168
DISASTER PREPAREDNESS & EMERGENCY COMMUNICATIONS	12,732,532	-	2,335,955	15,068,487
DEVELOPMENT SERVICES	115,496,477	(100,400)	50,289,009	165,685,086
ECONOMIC DEVELOPMENT	21,524,996	-	15,527,945	37,052,941
FINANCIAL MANAGEMENT***	575,276,003	(326,710)	762,288	575,711,580
FIRE	126,877,832	-	2,839,919	129,717,750
HEALTH AND HUMAN SERVICES	133,433,388	-	37,538,850	170,972,238
HUMAN RESOURCES	13,012,486	(383,630)	-	12,628,856
LIBRARY SERVICES	14,838,826	-	1,455,033	16,293,859
ENERGY RESOURCES	226,816,177	12,050,000	5,750,764	244,616,940
PARKS, RECREATION AND MARINE	64,507,526	-	18,905,700	83,413,225
POLICE	258,957,589	339,000	8,024,660	267,321,250
PUBLIC WORKS	199,280,176	(82,093)	243,137,446	442,335,529
TECHNOLOGY & INNOVATION	50,889,229	-	4,806,455	55,695,684
<b>TOTAL</b>	<b>1,911,669,237</b>	<b>11,666,166</b>	<b>438,336,955</b>	<b>2,361,672,358</b>

\*Please refer to the Fiscal Impact section of the City Council Letter for a description of notable changes.

\*\*Carryover of unexpended appropriations for multi-year grants and CIP funds.

\*\*\*Department of Financial Management includes internal service charges that are contained in the resolutions of the Harbor, Water, and Sewer funds for accounting, budgeting and treasury functions, and other citywide activities such as debt service.

**FISCAL YEAR 2019 REVENUES BY FUND**  
**(Does not include Harbor, Water and Sewer Funds)**

<u>FUND</u>	<u>FY 19 PROPOSED REVENUES</u>	<u>CHANGES*</u>	<u>FY 19 PROPOSED BUDGETED REVENUES</u>
GENERAL FUND	526,659,261	-	526,659,261
UPLAND OIL FUND	12,239,561	-	12,239,561
GENERAL GRANTS FUND	7,545,574	-	7,545,574
POLICE & FIRE PUBLIC SAFETY OIL PROD ACT FUND	3,315,912	-	3,315,912
HEALTH FUND	53,642,331	-	53,642,331
SPECIAL ADVERTISING & PROMOTION FUND	11,232,337	-	11,232,337
HOUSING DEVELOPMENT FUND	3,436,465	-	3,436,465
BELMONT SHORE PARKING METER FUND	771,512	-	771,512
BUSINESS ASSISTANCE FUND	677,838	-	677,838
COMMUNITY DEVELOPMENT GRANTS FUND	21,512,651	250,000	21,762,651
GASOLINE TAX STREET IMPROVEMENT FUND	19,848,575	-	19,848,575
TRANSPORTATION FUND	30,419,555	-	30,419,555
CAPITAL PROJECTS FUND	36,545,650	-	36,545,650
CIVIC CENTER FUND	10,519,671	2,972,603	13,492,274
GENERAL SERVICES FUND	53,876,025	(223,304)	53,652,721
FLEET SERVICES FUND	45,297,411	-	45,297,411
INSURANCE FUND	45,299,855	(383,630)	44,916,225
EMPLOYEE BENEFITS FUND	314,701,184	-	314,701,184
TIDELANDS OPERATIONS FUND	72,578,515	-	72,578,515
TIDELANDS AREA FUNDS	41,426,697	-	41,426,697
TIDELANDS OIL REVENUE FUND	89,209,421	-	89,209,421
RESERVE FOR SUBSIDENCE	1,480,000	-	1,480,000
DEVELOPMENT SERVICES FUND	20,589,935	3,467,798	24,057,733
GAS FUND	90,255,725	-	90,255,725
GAS PREPAY FUND	41,475,391	-	41,475,391
AIRPORT FUND	55,611,877	-	55,611,877
REFUSE/RECYCLING FUND	46,613,633	-	46,613,633
SERRF FUND	50,166,100	-	50,166,100
SERRF JPA FUND	11,250,285	-	11,250,285
TOWING FUND	6,210,000	-	6,210,000
HOUSING AUTHORITY FUND	74,280,673	-	74,280,673
SUCCESSOR AGENCY OPERATIONS	45,448,372	-	45,448,372
CUPA FUND	1,822,140	-	1,822,140
DEBT SERVICE FUND	9,079,655	-	9,079,655
SUCCESSOR AGENCY DEBT SERVICE	30,162,041	-	30,162,041
<b>TOTAL</b>	<b>1,885,201,826</b>	<b>6,083,467</b>	<b>1,891,285,293</b>

\*Please refer to the Fiscal Impact section of the City Council Letter for a description of notable changes.



ORDINANCE NO.

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AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LONG BEACH RELATING TO ADOPTING AN AMENDMENT TO ORDINANCE NO. C-6496, ADOPTED JULY 5, 1988, AND AMENDED ON JANUARY 24, 1989, JULY 11, 1989, DECEMBER 5, 1989, MARCH 20, 1990, JULY 3, 1990, SEPTEMBER 18, 1990, JULY 2, 1991, JULY 7, 1992, JANUARY 26, 1993, AUGUST 24, 1993, JUNE 28, 1994, JULY 18, 1995, NOVEMBER 28, 1995, OCTOBER 1, 1996, MARCH 25, 1997, OCTOBER 7, 1997, OCTOBER 27, 1998, APRIL 20, 1999, OCTOBER 19, 1999, OCTOBER 17, 2000, OCTOBER 30, 2001, MARCH 19, 2002, NOVEMBER 26, 2002, JANUARY 6, 2004, FEBRUARY 8, 2005, NOVEMBER 1, 2005, DECEMBER 5, 2006, MARCH 20, 2007, MAY 22, 2007, DECEMBER 18, 2007, JULY 15, 2008, SEPTEMBER 21, 2010, SEPTEMBER 13, 2011, SEPTEMBER 11, 2012, OCTOBER 3, 2013, AND SEPTEMBER 9, 2014, SEPTEMBER 22, 2015, SEPTEMBER 20, 2016, AND SEPTEMBER 12, 2017, RELATING TO DEPARTMENTAL ORGANIZATION OF THE CITY OF LONG BEACH

The City Council of the City of Long Beach ordains as follows:

Section 1. Section 2 of Ordinance No. C-6496, adopted July 5, 1988, as amended, is amended to read as follows:

Section 2. The Departmental Organization of the City of Long Beach is hereby adopted to read as follows:

OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Lona Beach, CA 90802-4664

1 Departments, Bureaus and Divisions Created.

2 There are within the City the following departments of City Government, and those  
3 departments, bureaus and divisions not otherwise created are hereby created and  
4 established; and the City Council consolidates those departments, bureaus and  
5 divisions indicated in this Section:

6 A. City Auditor Department;

7 B. City Clerk Department with the following bureaus:

8 1. Legislative Bureau;

9 2. Elections Bureau; and

10 3. Administration Bureau;

11 C. City Manager Department;

12 D. City Prosecutor Department;

13 E. Civil Service Department with the following divisions:

14 Commission Support; Administrative Services; Recruitment and Selection;  
15 and Special Projects;

16 F. Development Services Department with the following division:

17 Communications; and the following bureaus and divisions:

18 1. Planning Bureau with the following divisions: Advanced  
19 Planning; and Current Planning;

20 2. Housing and Neighborhood Services Bureau with the  
21 following divisions: Grants Administration; Neighborhood Improvement;  
22 Housing Services; and Community Improvement;

23 3. Code Enforcement Bureau with the following divisions:  
24 Standard Code Enforcement; and Multi-Family Housing Inspection;

25 4. Administration and Financial Services Bureau with the  
26 following divisions: Administrative Services; and Financial Services; and

27 5. Building and Safety Bureau with the following divisions:  
28 Engineering Services; Inspection Services; and Permit Center;

1           Whenever the Charter or ordinances of the City or other applicable  
2 laws provide that certain duties and functions shall be performed either by  
3 the Planning Department or the head of the Planning Department, by the  
4 Department of Building and Safety or the Superintendent of Building and  
5 Safety, or the Community Development Department or the head of the  
6 Community Development Department, such duties and functions shall be  
7 performed by the head of the Development Services Department or his or  
8 her designee;

9           G.     Disaster Preparedness and Emergency Communications  
10 Department with the following divisions: Administration and Grants; Disaster  
11 Preparedness; and Emergency Communications;

12           H.     Economic Development Department with the following  
13 division: Administrative/Financial Services; and the following bureaus and  
14 divisions:

15                   1.     Business Development Bureau with the following  
16 division: Business Services;

17                   2.     Workforce Development Bureau with the following  
18 division: Operations, Career Services, and Employer Engagement; and

19                   3.     Real Estate Development Bureau with the following  
20 division: Property Services;

21           I.     Financial Management Department with the following  
22 divisions: Administrative Operations; Administrative Services; Special  
23 Projects; and the following bureaus and divisions:

24                   1.     City Controller/Accounting Bureau with the following  
25 divisions: General Accounting; Special Accounting; Payroll; Accounts  
26 Payable, Vendor Maintenance and Special Projects;

27                   2.     Business Services Bureau with the following divisions:  
28 Procurement Services; Business Services; and Labor Compliance;

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3. Commercial Services Bureau with the following divisions: Billing and Collections; and Central Cashiering;

4. Treasury Operations Bureau with the following divisions: Debt Management; and Cash and Investment Management;

5. Budget Management Bureau with the following divisions: Fiscal Impact Analysis; Revenue Management; Budget Development; and Budget Operations;

6. Financial Controls Bureau with the following divisions: Controls Operations; Financial Systems; and Business Process Improvement; and

7. Fleet Services Bureau with the following divisions: Fleet Operations; Fleet Acquisitions; Fleet Maintenance; Fuel and Underground Storage Tanks (UST); and Towing/Lien Sales;

J. Fire Department with the following bureaus and divisions:

1. Administration Bureau with the following division: Administrative Services;

2. Fire Prevention Bureau with the following divisions: Code Enforcement; and Community Services;

3. Operations Bureau with the following divisions: Operations/Facilities; and Marine Safety; and

4. Support Services Bureau with the following divisions: Training/Fleet Management; and Emergency Medical Services;

K. Health and Human Services Department with the following bureaus and divisions:

1. Physician Services Bureau with the following divisions: Clinical Services; and Laboratory Services;

2. Community Health Bureau with the following divisions: Nutrition Services; Nursing Services; and Chronic Disease and Injury

1 Prevention;

2 3. Environmental Health Bureau with the following  
3 division: Environmental Health Operations;

4 4. Human Services Bureau with the following divisions:  
5 Homeless Services; and Community Impact;

6 5. Collective Impact and Operations Bureau with the  
7 following divisions: Financial Services; Administrative Operations; and  
8 Office of Equity;

9 6. Housing Authority Bureau with the following divisions:  
10 Operations; and Administrative; and

11 7. City Health Officer Bureau with the following division:  
12 Public Health Emergency Management;

13 L. Human Resources Department with the following division:  
14 Administration; and the following bureaus and divisions:

15 1. Risk Management Bureau with the following divisions:  
16 Loss Control and Prevention; Workers' Compensation Coordination;  
17 Departmental Safety Support; and Occupational Health Services;

18 2. Labor Relations Bureau with the following division:  
19 Labor Negotiations; and

20 3. Personnel Operations Bureau with the following  
21 divisions: Personnel Services; Training and Equal Employment Opportunity;  
22 and Employee Benefits;

23 M. Law Department;

24 N. Legislative Department with the following divisions: Mayor's  
25 Office; Council District One; Council District Two; Council District Three;  
26 Council District Four; Council District Five; Council District Six; Council  
27 District Seven; Council District Eight; and Council District Nine;

28 O. Library Services Department with the following division:

1 Support Services; and the following bureaus and division:

- 2 1. Automated Services Bureau;
- 3 2. Branch Library Services Bureau; and
- 4 3. Main Library Services Bureau with the following

5 division: Youth Services;

6 P. Long Beach Airport Department with the following bureaus  
7 and divisions:

8 1. Business Operations Bureau with the following divisions:  
9 Finance and Administration; Leasing and Business Development; Public Affairs;  
10 and Noise and Environmental Compliance; and

11 2. Airport Operations Bureau with the following divisions:  
12 Operations; Maintenance and Facilities; Safety and Security; Airport  
13 Engineering; and Building Services;

14 Q. Energy Resources Department with the following bureaus and  
15 divisions:

16 1. Business Operations Bureau with the following  
17 divisions: Personnel Services; Financial Services; Safety; Call Center  
18 Services; and Energy Services;

19 2. Gas Services Bureau with the following division:  
20 Customer Service;

21 3. Engineering and Construction Bureau with the following  
22 divisions: Pipeline Maintenance; Engineering; and Regulatory Compliance  
23 & Oversight;

24 4. Electric Generation Bureau with the following division:  
25 SERRF Operations; and

26 5. Oil Operations Bureau with the following divisions:  
27 Planning and Unit Operations; Production and Environmental Safety; and  
28 Subsidence and Reservoir;

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Whenever the Charter or ordinances of the City or other applicable laws provide that certain duties and functions shall be performed either by the Oil Properties Department or the head of the Oil Properties Department, such duties and functions shall be performed by the head of the Energy Resources Department or his or her designee;

R. Parks, Recreation and Marine Department with the following division: Special Projects; and the following bureaus and divisions:

1. Business Operations Bureau with the following divisions: Personnel and Training; Financial Services; Contract Management and Golf Operations; Planning and Development; and Community Information and Graphics;

2. Community Recreation Services Bureau with the following divisions: Citywide Administration; Community Services; Area I; Area II; Area III; Citywide Programs; Citywide Services; Aquatics; and Historic Sites;

3. Maintenance Operations Bureau with the following divisions: Park Facilities Maintenance; and Grounds Maintenance;

4. Marine Bureau with the following divisions: Marina Operations; Beach Maintenance/Queensway Bay; and Marine Maintenance;

5. Animal Care Services Bureau; and

6. Community Engagement and Partnership Bureau with the following division: Partnership;

S. Police Department with the following divisions: Chief of Staff; and Internal Affairs; and the following bureaus and divisions:

1. Investigations Bureau with the following divisions: Detective; Gang/Violent Crimes; and Forensic Science Services;

2. Patrol Bureau with the following divisions: Patrol -

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- East; Patrol - North; Patrol - West; Patrol – South; and Field Support;
- 3. Administration Bureau with the following divisions:
  - Records; Community Engagement; and Personnel;
  - 4. Financial Bureau with the following division: Fiscal; and
  - 5. Support Bureau with the following divisions: Jail; Training; Port Police; and Security Services;
- T. Public Works Department with the following bureaus and divisions:
  - 1. Business Operations Bureau with the following divisions: Budget Services; Personnel Services; Safety and Disaster Preparedness; and Special Projects;
  - 2. Project Management Bureau with the following divisions: Private Development; and Project Development;
  - 3. Engineering Bureau with the following divisions: Capital Improvement; Construction Management; Design; Engineering; and Storm Water/Environmental Compliance;
  - 4. Environmental Services Bureau with the following divisions: Operations; Recycling and Waste Reduction; Refuse; and Street Sweeping/Clean Long Beach;
  - 5. Public Service Bureau with the following divisions: Facilities Management; Street Maintenance; and Traffic Operations; and
  - 6. Transportation Mobility Bureau with the following divisions: Mobility Programs; Transportation Development; and Transportation Engineering;
- U. Technology and Innovation Department with the following divisions: Administrative Services; and Cyber Security; and the following bureaus and divisions:
  - 1. Business Operations Bureau;



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2. Infrastructure Services Bureau with the following divisions: Telecommunications; Wireless Communications; and Operations Center;

3. Business Information Services Bureau with the following divisions: Business Information Systems; and Business Information Technology; and

4. Customer Services Bureau with the following divisions: Customer Support; Video Communications; and Office Services.

Section 3. The City Clerk shall certify to the passage of this ordinance by the City Council and cause it to be posted in three (3) conspicuous places in the City of Long Beach, and it shall take effect on the thirty-first (31st) day after it is approved by the Mayor.

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OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Lona Beach, CA 90802-4664

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I hereby certify that the foregoing ordinance was adopted by the City Council of the City of Long Beach at its meeting of \_\_\_\_\_, 20\_\_ by the following vote:

Ayes:	Councilmembers:	_____
		_____
		_____
		_____
		_____
Noes:	Councilmembers:	_____
		_____
		_____
Absent:	Councilmembers:	_____
		_____

\_\_\_\_\_  
City Clerk

Approved: \_\_\_\_\_  
(Date)

\_\_\_\_\_  
Mayor

OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Lona Beach, CA 90802-4664

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ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LONG BEACH RELATING TO ADOPTING AN AMENDMENT TO ORDINANCE NO. C-6496, ADOPTED JULY 5, 1988, AND AMENDED ON JANUARY 24, 1989, JULY 11, 1989, DECEMBER 5, 1989, MARCH 20, 1990, JULY 3, 1990, SEPTEMBER 18, 1990, JULY 2, 1991, JULY 7, 1992, JANUARY 26, 1993, AUGUST 24, 1993, JUNE 28, 1994, JULY 18, 1995, NOVEMBER 28, 1995, OCTOBER 1, 1996, MARCH 25, 1997, OCTOBER 7, 1997, OCTOBER 27, 1998, APRIL 20, 1999, OCTOBER 19, 1999, OCTOBER 17, 2000, OCTOBER 30, 2001, MARCH 19, 2002, NOVEMBER 26, 2002, JANUARY 6, 2004, FEBRUARY 8, 2005, NOVEMBER 1, 2005, DECEMBER 5, 2006, MARCH 20, 2007, MAY 22, 2007, DECEMBER 18, 2007, JULY 15, 2008, SEPTEMBER 21, 2010, SEPTEMBER 13, 2011, SEPTEMBER 11, 2012, OCTOBER 3, 2013, AND SEPTEMBER 9, 2014, SEPTEMBER 22, 2015, AND SEPTEMBER 20, 2016, AND SEPTEMBER 12, 2017, RELATING TO DEPARTMENTAL ORGANIZATION OF THE CITY OF LONG BEACH

The City Council of the City of Long Beach ordains as follows:

Section 1. Section 2 of Ordinance No. C-6496, adopted July 5, 1988, as amended, is amended to read as follows:

Section 2. The Departmental Organization of the City of Long Beach is hereby adopted to read as follows:

1 Departments, Bureaus and Divisions Created.

2 There are within the City the following departments of City Government, and those  
3 departments, bureaus and divisions not otherwise created are hereby created and  
4 established; and the City Council consolidates those departments, bureaus and  
5 divisions indicated in this Section:

6 A. City Auditor Department;

7 B. City Clerk Department with the following bureaus:

8 1. Legislative Bureau;

9 2. Elections Bureau; and

10 3. Administration Bureau;

11 C. City Manager Department;

12 D. City Prosecutor Department;

13 E. Civil Service Department with the following divisions:

14 Commission Support; Administrative Services~~on and Support Services;~~

15 Recruitment and Selection; and Special Projects;

16 F. Development Services Department with the following division:

17 Communications; and the following bureaus and divisions:

18 1. Planning Bureau with the following divisions: Advanced  
19 Planning; and Current Planning;

20 2. Housing and Neighborhood Services Bureau with the  
21 following divisions: Grants Administration; Neighborhood Improvement;  
22 Housing Services; and Community Improvement;

23 3. Code Enforcement Bureau with the following divisions:  
24 Standard Code Enforcement; and Multi-Family Housing Inspection;

25 4. Administration and Financial Services Bureau with the  
26 following divisions: Administrative Services; and Financial Services; and

27 5. Building and Safety Bureau with the following divisions:  
28 Engineering Services; Inspection Services; and Permit Center;

1                   Whenever the Charter or ordinances of the City or other applicable  
2 laws provide that certain duties and functions shall be performed either by  
3 the Planning Department or the head of the Planning Department, by the  
4 Department of Building and Safety or the Superintendent of Building and  
5 Safety, or the Community Development Department or the head of the  
6 Community Development Department, such duties and functions shall be  
7 performed by the head of the Development Services Department or his or  
8 her designee;

9                   G. ~~Disaster Preparedness and Emergency Communications~~  
10 Department with the following ~~bureaus and divisions~~:

11                   1. ~~Administration and Bureau with the following division:~~  
12 ~~Homeland Security Grants Administration;~~

13                   2. ~~Disaster Preparedness Bureau with the following divisions:~~  
14 ~~Emergency Preparedness; and Disaster Management and Recovery; and~~

15                   G. 3. ~~Emergency Communications Bureau;~~

16                   H. Economic Development Department with the following  
17 ~~bureaus and divisions: Administrative/Financial Services; and the following~~  
18 bureaus and divisions:

19                   1. Business Development Bureau with the following  
20 divisions: ~~Business Services Attraction and Retention; Business~~  
21 ~~Improvement Districts; Business StartUp; and Small Business Lending;~~

22                   2. Workforce Development Bureau with the following  
23 divisions: ~~Career Services; Workforce Operations; and Business~~  
24 Engagement Operations, Career Services, and Employer Engagement; and

25                   3. ~~Property Development~~ Real Estate Development  
26 Bureau with the following divisions: ~~Property Services; and Real Estate~~  
27 ~~Development;~~

28                   I. Financial Management Department with the following

1 divisions: Administrative Operations; Administrative Services; Special  
2 Projects; and the following bureaus and divisions:

3 1. City Controller/Accounting Bureau with the following  
4 divisions: ~~Accounting Operations, Tideland and CIP; Grants/Successor~~  
5 ~~Agency and Payroll; General Accounting and Accounts Payable; Special~~  
6 Accounting; Payroll; Accounts Payable, Vendor Maintenance and Special  
7 Projects;

8 2. Business Services Bureau with the following divisions:  
9 Procurement Services; Business Services; and Labor Compliance;

10 3. Commercial Services Bureau with the following  
11 divisions: Billing and Collections; and Central Cashiering;

12 4. Treasury Operations Bureau with the following  
13 divisions: Debt Management; and Cash and Investment Management;

14 5. Budget Management Bureau with the following  
15 divisions: Fiscal Impact Analysis; Revenue Management; Budget  
16 Development; and Budget Operations;

17 6. Financial Controls Bureau with the following divisions:  
18 Controls Operations; ~~and~~ Financial Systems; and Business Process  
19 Improvement; and

20 7. Fleet Services Bureau with the following divisions:  
21 Fleet Operations; Fleet Acquisitions; Fleet Maintenance; Fuel and  
22 Underground Storage Tanks (UST); and Towing/Lien Sales;

23 J. Fire Department with the following bureaus and divisions:

24 1. Administration Bureau with the following division:  
25 Administrative Services;

26 2. Fire Prevention Bureau with the following divisions:  
27 Code Enforcement; and Community Services;

28 3. Operations Bureau with the following divisions:

- 1 Operations/Facilities; and Marine Safety; and
- 2 4. Support Services Bureau with the following divisions:
- 3 Training/Fleet Management; and Emergency Medical Services;
- 4 K. Health and Human Services Department with the following
- 5 bureaus and divisions:
- 6 1. Physician Services Bureau with the following divisions:
- 7 Clinical Services; and Laboratory Services; ~~and Public Health Emergency~~
- 8 ~~Management;~~
- 9 2. Community Health Bureau with the following divisions:
- 10 Nutrition Services; Nursing Services; and Chronic Disease and Injury
- 11 Prevention;
- 12 3. Environmental Health Bureau with the following
- 13 division: Environmental Health Operations;
- 14 4. Human Services Bureau with the following divisions:
- 15 Homeless Services; and Community Impact;
- 16 5. Collective Impact and Operations Bureau with the
- 17 following divisions: Financial Services; ~~and~~ Administrative Operations; and
- 18 Office of Equity;
- 19 6. Housing Authority Bureau with the following divisions:
- 20 Operations; and Administrative; and
- 21 6.7. City Health Officer Bureau with the following division:
- 22 Public Health Emergency Management;
- 23 L. Human Resources Department with the following division:
- 24 Administration; and the following bureaus and divisions:
- 25 1. Risk Management Bureau with the following divisions:
- 26 Loss Control and Prevention; Workers' Compensation Coordination;
- 27 Departmental Safety Support; and Occupational Health Services;
- 28 2. Labor Relations Bureau with the following division:

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Labor Negotiations; and;

3. Personnel Operations Bureau with the following divisions: Personnel Services; Training and Equal Employment Opportunity; and Employee Benefits;

M. Law Department;

N. Legislative Department with the following divisions: Mayor's Office; Council District One; Council District Two; Council District Three; Council District Four; Council District Five; Council District Six; Council District Seven; Council District Eight; and Council District Nine;

O. Library Services Department with the following division: Support Services; and the following bureaus and division:

- 1. Automated Services Bureau;
- 2. Branch Library Services Bureau; and
- 3. Main Library Services Bureau with the following division: Youth Services;

P. Long Beach Airport Department with the following bureaus and divisions:

- 1. Business Operations Bureau with the following divisions: Finance and Administration; Leasing and Business Development; Public Affairs; and Noise and Environmental Compliance; and
- 2. Airport Operations Bureau with the following divisions: Operations; Maintenance and Facilities; Safety and Security; Airport Engineering; and Building Services;

Q. ~~Long Beach Gas & Oil~~ Energy Resources Department with the following bureaus and divisions:

- 1. Business Operations Bureau with the following divisions: Personnel Services; Financial Services; Safety; Call Center Services; and Energy Services;



- 1                                   2.     Gas Services Bureau with the following division:
- 2     Customer Service;
- 3                                   3.     Engineering and Construction Bureau with the following
- 4     divisions: Pipeline Maintenance; Engineering; and Regulatory Compliance
- 5     & Oversight;
- 6                                   4.     Electric Generation Bureau with the following division:
- 7     SERRF Operations; and
- 8                                   5.     Oil Operations Bureau with the following divisions:
- 9     Planning and Unit Operations; Production and Environmental Safety; and
- 10    Subsidence and Reservoir;

11                                   Whenever the Charter or ordinances of the City or other applicable  
12    laws provide that certain duties and functions shall be performed either by  
13    the Oil Properties Department or the head of the Oil Properties Department,  
14    such duties and functions shall be performed by the head of the Long  
15    Beach Gas and Oil Department or his or her designee;

16                                   R.     Parks, Recreation and Marine Department with the following  
17    division: Special Projects; and the following bureaus and divisions:

- 18                                   1.     Business Operations Bureau with the following
- 19    divisions: Personnel and Training; Financial Services; Contract
- 20    Management and Golf Operations; Planning and Development; and
- 21    Community Information and Graphics;
- 22                                   2.     Community Recreation Services Bureau with the
- 23    following divisions: Citywide Administration; Community Services; Area I;
- 24    Area II; Area III; Citywide Programs; Citywide Services; Aquatics; and
- 25    Historic Sites;
- 26                                   3.     Maintenance Operations Bureau with the following
- 27    divisions: Park Facilities Maintenance; and Grounds Maintenance;
- 28                                   4.     Marine Bureau with the following divisions: Marina

1 Operations; Beach Maintenance/Queensway Bay; and Marine  
2 Maintenance; and

3 5. 5. Animal Care Services Bureau; and

4 6. Community Engagement and Partnership Bureau with  
5 the following division: Partnership;

6 S. Police Department with the following divisions: Chief of Staff;  
7 and Internal Affairs; and the following bureaus and divisions:

8 1. Investigations Bureau with the following divisions:  
9 Detective; Gang/Violent Crimes; and Forensic Science Services;

10 2. Patrol Bureau with the following divisions: Patrol -  
11 East; Patrol - North; Patrol - West; Patrol – South; and Field Support;

12 3. Administration Bureau with the following divisions:  
13 Records; Community Engagement; and Personnel;

14 4. Financial Bureau with the following division: Fiscal; and

15 5. Support Bureau with the following divisions: Jail; Training;  
16 Port Police; and Security Services;

17 T. Public Works Department with the following bureaus and  
18 divisions:

19 1. Business Operations Bureau with the following  
20 divisions: Budget Services; Personnel Services; Safety and Disaster  
21 Preparedness; and Special Projects;

22 2. Project Management Bureau with the following  
23 divisions: Private Development; and Project Development;

24 3. Engineering Bureau with the following divisions:  
25 Capital Improvement; Construction Management; Design; Engineering;  
26 Parking Operations; ~~Project Management;~~ and Storm Water/Environmental  
27 Compliance;

28 4. Environmental Services Bureau with the following

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divisions: Operations; Recycling and Waste Reduction; Refuse; and Street Sweeping/Clean Long Beach;-and

5. Public Service Bureau with the following divisions: Facilities Management; Street Maintenance; and Traffic Operations; and

6. Transportation Mobility Bureau with the following divisions: Mobility Programs; Transportation Development; and Transportation Engineering;

U. Technology and Innovation Department with the following divisions: Administrative Services; and Cyber Security; and the following bureaus and divisions:

1. Business Operations Bureau;

~~4.2.~~ Infrastructure Services Bureau with the following divisions: Telecommunications; Wireless Communications; and Operations Center;

~~2.3.~~ Business Information Services Bureau with the following divisions: Business Information Systems; and Business Information Technology; and

~~3.4.~~ Customer Services Bureau with the following divisions: Customer Support; Video Communications; and Office Services.

Section 3. The City Clerk shall certify to the passage of this ordinance by the City Council and cause it to be posted in three (3) conspicuous places in the City of Long Beach, and it shall take effect on the thirty-first (31st) day after it is approved by the Mayor.

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OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Long Beach, CA 90802-4664

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I hereby certify that the foregoing ordinance was adopted by the City Council of the City of Long Beach at its meeting of \_\_\_\_\_, 20\_\_ by the following vote:

Ayes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

Noes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

Absent: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City Clerk

Approved: \_\_\_\_\_  
(Date)

\_\_\_\_\_  
Mayor